

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC REGULATION
NO. 380-12

10 September 1999

Security

CONTROL OF NORTH ATLANTIC TREATY ORGANIZATION (NATO)
MATERIAL

Supplements to this regulation are prohibited without prior approval of the Commander, United States Army Materiel Command (AMC), ATTN: AMXMI-SCM.

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*This regulation supersedes AMC-R 380-12, 25 September 1992, to include change 1, dated 10 May 1994.

FOR OFFICIAL USE ONLY

1. Purpose. This regulation prescribes responsibilities and procedures for the handling, safeguarding and controlling of all North Atlantic Treaty Organization (NATO) classified material within the U.S. Army Materiel Command (AMC).

2. Scope. This regulation applies to Headquarters (HQ) AMC and to AMC subordinate commands, installations, and activities at which control points and user offices have been established.

3. References. a. AR 380-5, Department of the Army Information Security Program, 25 February 1988.

b. AR 380-15(C), Safeguarding Classified NATO Information (U), 1 March 1984.

c. AR 25-400-2, The Modern Army Recordkeeping System (MARKS), 15 October 1986.

d. United States Security Authority for NATO Affairs (USSAN) Instruction 1-69, dated 21 April 1982.

4. Definitions. a. Controlled documents - Documents classified NATO SECRET and above that require written accountability by utilizing DA Form 3964 (Classified Document Accountability Record), or a similar accountability form.

b. Subregistry - The receiving and dispatching authority for all NATO documents. All subregistries are established and disestablished by the Central United States Registry (CUSR). The subregistry is responsible for the distribution, control, safeguard, and destruction of all NATO documents for HQ AMC, and for implementing internal policies that ensure compliance with applicable security regulations. The subregistry has the authority to grant requests for the establishment and disestablishment of NATO control points for all of AMC.

c. NATO Control Points - Administrative channels for assisting in the control of NATO documents below the subregistry level. NATO control points will have a NATO control point officer and alternate(s) who will direct and control the distribution of NATO documents at their location. Elements requiring establishment must submit, in writing, a request for

establishment, have a justifiable need, and must comply with the requirements established by this regulation.

d. User Office - The smallest unit in the registry system, having the limited authority to destroy and transfer NATO CONFIDENTIAL and below only, but may store all levels of NATO classified for a period of 180 days. After the 180 days have expired, updated receipts for NATO SECRET must be obtained from the user. Additional information concerning user offices can be found in CUSR Newsletters 6 and 13.

5. Authority. The CUSR is the sole authority for the establishment and disestablishment of NATO subregistries in the United States (US). It, in turn, delegates to the subregistries authority to establish NATO control points in order to implement procedures for the handling of NATO material.

6. Responsibilities. a. The HQ AMC NATO subregistry will-

(1) Operate and maintain a NATO subregistry, under the direction of the CUSR.

(2) Be operated by an appointed NATO subregistry control officer and alternate(s).

(3) Inspect all NATO control points annually, depending on the availability of temporary duty (TDY) funds. If funds are not available, paragraph 6c(5) will apply.

b. The HQ AMC NATO subregistry control officer and alternate(s) will-

(1) Receive and maintain document accountability records, and dispatch controlled documents in accordance with (IAW) the references listed in paragraph 3, above.

(2) Establish and disestablish NATO control points as necessary to support AMC missions.

(3) Maintain NATO control point inspection files that contain appointment orders, copies of briefing certificates, inspection reports, standard operating procedures (SOP), and any other miscellaneous correspondence for all AMC NATO control points. These items are required when control points file their annual inspection reports.

(4) Maintain files for all control points and user offices established within the headquarters. These files will contain documentation that appoints the NATO control officer and alternate(s), combinations to containers that store NATO material, and any miscellaneous correspondence pertaining to their activity.

(5) Maintain updated DD Forms 577 (Signature Card) for all individuals located in the AMC Headquarters building who are authorized to pickup or review NATO material.

(6) Request the office of the Deputy Chief of Staff for Intelligence conduct a preliminary investigation whenever the possible loss or compromise of NATO documents within the headquarters is reported. If the preliminary investigation reveals the possible compromise of NATO classified material, an initial report will be forwarded by the subregistry to the CUSR notifying them of the circumstances surrounding the possible loss or compromise of the material. A final report will be submitted within 60 days to the CUSR (see page 1-75 of reference 3b).

c. The security manager for each subordinate activity will--

(1) Be responsible for the briefing and debriefing of all personnel requiring access to documents handled by their NATO control point(s) and/or user office(s) and maintaining the briefing and debriefing certificates.

(2) Maintain a current list of all personnel who have been granted security clearances and given NATO access briefings.

(3) Coordinate with the NATO control point prior to issuance of courier letters to individuals for the hand carrying of NATO material. These letters will be prepared IAW AR 380-15(C), dated 1 March 1984, USSAN Instruction 1-69, Attachment 3 to Enclosure 2, Section III, page 3-6.

(4) Issue certificates that verify an individual's authorization for access to NATO information when traveling to another command and access is required. These NATO security clearance certificates will be issued IAW Section VII, page 3-32 of reference 3d.

(5) Appoint, in writing, a disinterested person to conduct the annual inspection of the control point and provide this person with a copy of the references in paragraph 3 above. Inspections may be conducted as early as thirty days prior to the due date of the report. The disinterested official must have a clearance equal to the highest classification of the material to be inspected. He/she must also be of the same grade/rank or higher than that of the NATO control point officer of the installation being inspected, and should not be a part of the same office or division or supervisory chain. The NATO Control Point Checklist (Appendix A) will be used for preparing the inspection report.

(6) Ensure that all NATO control point officers and alternates are provided the training necessary for the assumption of the duties to be performed.

d. Heads of HQ AMC staff activities will-

(1) Ensure that adequate procedures are in effect within their activity for the enforcement of the policies contained in this regulation.

(2) Continually monitor the NATO security programs within their respective activity to ensure that personnel who no longer require access to NATO material are removed from access lists maintained by the security office. The number of individuals requiring access to NATO material should be kept to an absolute minimum.

(3) Ensure that current appointment orders and briefing certificates for the NATO control point officers and alternates and disinterested persons who witness destruction are placed on file in the subregistry.

e. At NATO control points located within HQ AMC, the NATO control point officer/alternate(s) will-

(1) Ensure that combinations to all safes used for the storage of NATO CONFIDENTIAL and above are kept on file in the subregistry. See paragraph 10 below for further instructions regarding storage and filing requirements. All combinations will be hand-carried to the subregistry. The Standard Form 700 (SF 700) will be used and completed IAW paragraph 5-104 of reference

3a. A DA Form 3964 will accompany the SF 700, and the combination will be receipted for by subregistry personnel.

(2) Ensure that the envelope with the combination to a NATO SECRET container is stamped "SECRET/NATO ACCESS REQUIRED," not "NATO SECRET", top and bottom, front and back. The combination is not, in itself, a NATO SECRET document because it is intended for U.S. consumption only. Part 1 of SF 700 should not be stamped. It should be detached and posted on the inside of the lock-drawer of the security container. Parts 2 and 2A will be stamped with the appropriate NATO marking and highest classification of the material to be stored.

(3) Ensure that all combinations to containers that store NATO CONFIDENTIAL and above are changed every 12 months, whenever a change of personnel occurs, or whenever a compromise has occurred or is suspected and that new combinations are submitted to subregistry as outlined in paragraph 6e(1), above.

(4) Publish a SOP specifically outlining internal administrative control procedures for the control and safeguarding of NATO documents. Control procedures for NATO SECRET documents will ensure that all records of internal movement are recorded, as required by paragraph 100 of appendix 3 to reference 3b, above.

(5) Ensure that all individuals authorized to pickup or review NATO documents from the HQ AMC NATO subregistry have DD Forms 577 on file. These cards will be updated annually, or whenever needed. No NATO documents will be released to any individuals not having a current DD Form 577 on file with the NATO subregistry.

(6) Ensure that all NATO material that is to be forwarded to outside activities is hand-carried to the NATO subregistry for mailing. A completed and appropriately addressed DA Form 3964 will accompany NATO SECRET material. No transmittal form is required for NATO CONFIDENTIAL and below.

(7) Ensure that all NATO classified documents are destroyed IAW section VI of Attachment 1 to reference d. See paragraph 11 below for further guidance on the destruction of NATO Documents.

f. The NATO control point officer, or the designated security official located at subordinate activities will--

(1) Publish a SOP specifically outlining internal administrative control procedures for the control, handling, processing, safeguarding, and destruction of all NATO documents at their element. A copy of the SOP will accompany the annual inspection report. This SOP will be updated and/or rewritten when necessary.

(2) Maintain DD Forms 577 for all individuals who are authorized to pickup or review NATO documents from their NATO control point.

(3) Report, by memorandum, the possible loss or compromise of NATO classified material as defined in Section IX of Attachment 1 to reference 3d. This report should be made to HQ AMC NATO subregistry within 72 hours of discovery. Provide, as a minimum, originator of document, document classification, date of document, short title (alphanumeric), unclassified subject, copy number(s) and the date the originator of the document was notified. Circumstances of loss or compromise known at the time, actions taken to recover document(s), and a statement that the security office has been notified in writing to conduct a preliminary investigation should also be included. Follow-up reports will be made as new information develops, and a final report should be submitted within 45 days to the HQ AMC NATO subregistry.

(4) Ensure that only individuals appointed as NATO control point officers or alternates are signing the DA Forms 3964, acknowledging receipt of NATO SECRET material from the HQ AMC NATO subregistry. Mailroom personnel who have not been appointed as NATO control officers/alternate(s) are not authorized to sign for NATO classified material from any NATO activity.

(5) Place special orders to the subregistry for NATO documents requested by action officers or others. The following information, at a minimum, must be provided: document originator, classification, date of document, and unclassified short title. It should be noted that it can take from one to six weeks before special orders are filled by the CUSR. Much depends on whether or not the documents are on hand at the CUSR or if they have to

be ordered from NATO, Supreme Headquarters Allied Powers Europe (SHAPE), or some other NATO element overseas.

(6) Conduct an inventory of all NATO SECRET documents annually and submit a copy of the inventory with the annual inspection report. Use the format at Appendix B.

7. Receipt and dissemination of NATO documents. a. HQ AMC NATO subregistry personnel are the only individuals within the headquarters who are authorized to sign for NATO classified material from outside activities. HQ AMC personnel who attend NATO meetings should have needed classified material mailed to the subregistry so that it may be receipted for through the proper channels. Documents received through improper channels should be carried to the subregistry immediately so that proper accountability can be established.

b. NATO control points located at subordinate activities will ensure that the primary NATO control officer and alternate(s) are the only personnel authorized to receipt for NATO SECRET material, and that such material received by the control point from a source other than the subregistry is returned to that activity for re-routing through the HQ AMC NATO subregistry for control.

8. Contractor requests. For contractor requests, all control points will--

a. Ensure that all contractor requests for NATO documents are processed by the NATO control point officer or alternate(s). All such requests must meet the justification/need-to-know requirement and be so certified by the activity's contract administration official. "Certify," in this instance, means to acknowledge in writing that the contractor has a "need-to-receive" the material. If documents that are needed by a contractor are not on hand at the control point, they can be ordered from the CUSR through the subregistry. The subregistry will forward all requested documents to the NATO control point officer who, in turn, will be responsible for providing the contracting official with the documents. Documents will be transmitted by the NATO control point officer to the contractor on an initial 60-day suspense basis.

b. Ensure that contracting officials are cognizant of the requirement for safeguarding classified documents as outlined in the Industrial Security Manual for Safeguarding Classified Information, DOD 5220.22-M.

9. Reproduction. a. HQ AMC NATO control points/user offices will submit all requests for reproduction of NATO SECRET documents through the HQ AMC subregistry.

b. At each AMC subordinate command, installation, or activity where control points are established, the control point officer or alternates(s) will process all requests for reproduction of documents classified NATO SECRET and above. These documents will be strictly controlled and accounted for by the NATO control officer. In every instance where reproduced copies are authorized to be made, the control number of the original document must be used and a unique copy number must be applied to each copy. For example: reproduced copy 1 of copy 3 would be indicated as cy 3R1, etc. Reproduction of documents classified NATO CONFIDENTIAL and below does not require the approval of the NATO control officer, however, all of the rules governing access and dissemination still applies.

10. Storage and filing. All offices that pick up and/or receive NATO classified documents must designate a safe for their storage. Access to these safes must be limited to persons who have received NATO access briefings for the level of classified material contained therein. The type of storage used for NATO material may vary, depending upon the classification levels of the material. All NATO control points and user offices will adhere to the following procedures relative to the storage and filing of NATO material at the various access levels:

a. There are no special storage and filing requirements for NATO UNCLASSIFIED material. It is stored and filed the same as U.S. unclassified, however it may only be release to non-NATO activities when the interests of NATO are not endangered. In addition, NATO UNCLASSIFIED should be placed in locations that are not easily accessible to unauthorized personnel.

b. NATO RESTRICTED (NR) is protected in the same manner as Department of Defense material marked "FOR OFFICIAL USE ONLY" (FOUO), except that NR may NOT be transmitted via a non-secure FAX system. It may be stored in a file cabinet or desk or any

place where it is protected from public access. Keep in mind that NR is considered classified information within the NATO community.

c. NATO CONFIDENTIAL and NATO SECRET will be filed and stored in accordance with the requirements for storage of U.S. classified at the equivalent level as outlined in paragraph 5-102 of reference 3a.

d. Combinations to security containers should be changed annually, when an individual with access leaves, or if there is suspicion that the combination has been compromised. Combinations to containers storing NATO SECRET and above must be controlled and receipted for the same as any other accountable NATO documents. Parts 2 and 2A of the Standard Form 700 (SF 700) will be marked with the highest classification expressed in US terms, and that NATO/COSMIC/ATOMAL access (as appropriate) is required.

e. NATO documents should not be stored in the same drawer as US material unless they are separated by a divider and each section is appropriately marked. Intermingling of U.S. and NATO material is not permitted unless a written waiver is granted. This is usually only done in the case of international program documents. No markings should appear on the outside of security containers so as to indicate the type of classified material contained therein.

11. Destruction. a. Destruction of accountable NATO classified documents (i.e., documents classified NATO SECRET (NS) and above) will be carried out by the NATO control officer when they are no longer needed. Destruction of the documents by subregistry or control point officers requires witnessing by a properly cleared and appropriately briefed disinterested witnessing official who has been appointed in writing. Section C of DA Form 3964 must be completed by both the destruction and witnessing officials and will serve as the official certificate of destruction. Copies of the destruction certificates should be forwarded to the subregistry by the control points so that an accurate count of accountable material can be maintained.

b. NATO control points at HQ AMC will return all NATO SECRET documents to the subregistry for destruction when no longer needed. Authorization to destroy the documents must be indicated in writing.

c. User offices are only authorized to destroy NATO CONFIDENTIAL and below. All accountable NATO classify material must be returned to the control point for destruction.

12. Emergency evacuation and destruction. NATO control points will:

a. Develop a plan for the removal and/or destruction of NATO classified material in the event of natural disaster, civil disturbances, or terrorist activities. This plan should be:

(1) Closely structured along the same lines as the organization's plans for emergency evacuation/destruction of U.S. material of a similar level of classification.

(2) Prioritized in the same fashion as U.S. material is prioritized based upon classification levels. For instance, COSMIC TOP SECRET ATOMAL (CTSA) would be assigned top priority (Priority 1), and NATO SECRET and NATO CONFIDENTIAL would be assigned Priority 2 and 3, respectively.

b. Include this plan in the activity's SOP and ensure that it is conspicuously posted within each area where security containers are used for the storage of NATO classified material.

13. NATO Travel. A certificate of security clearance or written authorization for access to NATO classified information will be executed by the security office of the visiting individual. Personnel traveling overseas to confer with officials of a foreign government about matters involving NATO classified information will need such certification. Certification will require furnishing the following information:

a. Date, place of birth, and nationality.

b. Passport or identity card number and date of issuance.

c. Military rank and Social Security Number (if applicable).

d. Planned itinerary. Only Security Offices can issue NATO briefing and debriefing certificates. These certificates will be prepared IAW AR 380-15(C), USSAN Instruction 1-69, Attachment 3 to Enclosure 2, Section VII, page 3-32.

The proponent of this regulation is the Deputy Chief of Staff for Intelligence, United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMXMI-SCM, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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If NO, enter the following statement: "NO POSSIBLE LOSS OR COMPROMISE OF NATO CLASSIFIED MATERIAL WAS REPORTED DURING THE PAST YEAR."

If YES was the report forwarded to the HQ AMC NATO subregistry by mail within 72 hours after discovery of the possible loss or compromise? YES or NO.

4. Do receipts of DA Forms 3964 reflect the signature of either the NATO control point officer and/or alternate(s) only? These are the receipts that all NATO control point officers receive when NATO SECRET material is forward to them from the subregistry. YES or NO.

5. Is there a log book or another viable system in place that reflects the control number, document description, copy number, date of document, and the activity to which the document was forwarded? In addition, does it reflect the certificate of destruction number and the date of destruction after it has been destroyed? YES or NO.

6. Are certificates of destruction maintained for 2 years after destruction? YES or NO.

7. Are DA Forms 3964 maintained in such a manner that the location of any NATO SECRET document can be ascertained within 5 minutes? YES or NO.

8. Is a copy of the last annual NATO SECRET Document Inventory on file? YES or NO.

9. Is a copy of USSAN Instruction 1-69 or AR 380-15(C) on file in the activity? YES or NO.

11. Has a current specimen signature list (DAAG FORM 29) been furnished to the subregistry? YES or NO.

12. Upon change of control officer/alternate(s), was there a 100 percent joint physical inventory of NS material?

SECTION II
STORAGE AND FILING

1. Is all NATO classified material being stored IAW paragraph 10 of this regulation? YES or NO.

2. Are all individuals who are authorized access to containers storing NATO information listed on part 2 of Standard Form 700 (SF 700). Is Part 1 the SF 700 attached to the inside panel of the lock drawer? YES or NO.

3. Are U.S. documents and papers properly separated from NATO classified material when they are stored in the same container? YES or NO.

4. Have safes been designated for the storage of NATO classified documents at the NATO control point and user offices(s)? YES or NO.

SECTION III
PHYSICAL SECURITY

1. Is the building security adequate to preclude unauthorized entrance during duty and non-duty hours? (Para 51 of Att 1 to Encl 2 to USSAN Instruction 1-69). YES or NO.

2. Is NATO CONFIDENTIAL and above being stored in the same manner as that prescribed for the storage of U.S. material of an equivalent classification? YES or NO.

3. Do guards or watch personnel patrol the area during non-working hours IAW paragraphs 54-58, Section IV of Att 1 to Encl 2 to USSAN Instruction 1-69? YES or NO.

4. Do the written instructions that are on hand for the guards outline what is to be done and who is to be contacted in case of an emergency during non-duty hours? YES or NO.

5. Are adequate measures in place that prevent unauthorized entry of personnel into the control point area IAW paragraph 51 of Section IV of Att 1 to Encl 2 of USSAN Instruction 1-69? YES or NO.

6. Are combinations to safes changed annually when personnel depart, when a possible compromise is suspected, or when a safe has been left unattended? (See AR 380-15(C), paragraph 60, Section IV) YES or NO.

7. Are personnel that service safes for combination changes authorized to do so by the security office? YES or NO.

8. Are inspections made at the close of working hours to ensure that security containers are locked and that all NATO classified documents are securely stored IAW paragraph 52(b) (ii), Section IV, of AR 380-15(C)? YES or NO.

SECTION IV
DOCUMENT SECURITY

1. Is an updated NATO access list from the security office referenced prior to the release of NATO classified material to individuals? YES or NO.

2. Are the NATO control point officer and alternate(s) thoroughly familiar with their duties and responsibilities? YES or NO.

3. Are procedures established to ensure that all NATO classified documents are packaged and mailed IAW AR 380-15(C), paragraph 97, section VI? YES or NO.

4. Are reproduced copies of NATO SECRET documents assigned the control number of the original document, and are the copy numbers annotated to reflect their reproduced status? YES or NO.

5. Does the NATO control point officer/alternate(s) maintain written accountability for all reproduced material classified NATO SECRET and above? YES or NO.

SECRET, etc.) already possess a final U.S. clearance at the equivalent classification level? YES or NO.

2. Are access briefings recorded on a form with the minimum identifying data on the individual, such as level(s) of access, and dates of briefing/rebriefing? YES or NO.

3. Is a list of all personnel who have been given NATO access briefings/rebriefings available? YES or NO.

4. Are debriefings conducted when individuals depart or no longer require access to NATO classified material? YES or NO.

SECTION VI SPECIAL INSTRUCTIONS

1. Attach a copy of the current SOP to this inspection report.
2. Attach a copy of the last NATO SECRET document inventory conducted, using the format shown at Appendix B.

SECRET, etc.) already possess a final U.S. clearance at the equivalent classification level? YES or NO.

2. Are access briefings recorded on a form with the minimum identifying data on the individual, such as level(s) of access, and dates of briefing/rebriefing? YES or NO.

3. Is a list of all personnel who have been given NATO access briefings/rebriefings available? YES or NO.

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SECTION VII

STATEMENT TO BE COMPLETED AT CONCLUSION OF INSPECTION

IAW THE PROVISIONS OF AMC REGULATION 380-12, AN ANNUAL PHYSICAL
INSPECTION OF _____ HAS BEEN CONDUCTED BY
_____ AND WITNESSED BY THE NATO CONTROL OFFICER/
ALTERNATE _____. THIS IS TO CERTIFY THAT ON
_____, I, THE UNDERSIGNED DISINTERESTED INSPECTING
OFFICIAL, CONDUCTED AN INSPECTION OF THIS NATO CONTROL POINT,
AND ALL DEFICIENCIES FOUND AT THAT TIME HAVE BEEN ENTERED IN
THE APPROPRIATE SECTION OF THIS CHECKLIST. I CERTIFY THAT ALL
INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

NAME:
AGENCY:
DISINTERESTED INSPECTING OFFICIAL
OFFICIAL

NAME:
OFFICE SYMBOL:
NATO CONTROL POINT
OFFICER/ALTERNATE

VERIFIED BY:

NAME:
POSITION
SECURITY OFFICE STAFF MEMBER

APPENDIX B
FORMAT FOR NATO SECRET INVENTORY

A statement of inventory in the format outlined on page B-2 of this appendix should accompany this inventory.

CTRL POINT CTRL NO.	AMC CTRL NO.	DESCRIPTION	CY NO.	DISPOSITION	INITIALS	DESTRUCTION
N-1-89	N-01-89	AC225/LG.3	168	ACTIVE	jlt	
N-2-89	N-02-89	AC301/SG	132	DESTROYED	jw	CD-1-90
N-3-90	N-03-89	NAAG	170	ACTIVE	jw	
N-3-91	N-04-89	AEP-10	170R1	DESTROYED	cb	CD-4-91

NOTE:

THE FORMAT ABOVE IS THE ONLY ACCEPTABLE FORMAT THAT IS TO BE USED WITH THE INVENTORY.

STATEMENT OF INVENTORY

IAW the provisions of AMC Regulation 380-12, paragraph 6f(6), Control of NATO Classified and Material, an annual physical inventory of all NATO SECRET documents has been conducted by the NATO control officer and/or his/her alternate and witnessed by a properly cleared disinterested inspecting official. This has been accomplished by the physical sighting of the material or written evidence of authorized loan, destruction certificates, or DA Forms 3964 that reflect the signature of the recipient. The witnessing official for the pages attached to this statement does have a NATO Briefing Certificate and is cleared for access to SECRET material.

This is to certify that as of _____, all of the material listed on the attached pages was present and/or properly accounted for.

(SIGNATURE)

(SIGNATURE)

NAME:
GRADE:
AGENCY:
OFFICE SYMBOL:
NATO Control Officer/Alternate

NAME:
GRADE:
AGENCY:
OFFICE SYMBOL:
DISINTERESTED INSPECTING
OFFICIAL

STATEMENT OF INVENTORY

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This is to certify that as of _____, all of the material listed on the attached pages was present and/or properly accounted for.

(SIGNATURE)

NAME:
GRADE:
AGENCY:
OFFICE SYMBOL:
NATO Control Officer/Alternate

(SIGNATURE)

NAME:
GRADE:
AGENCY:
OFFICE SYMBOL:
DISINTERESTED INSPECTING
OFFICIAL